

FEDERAL PUBLIC DEFENDER

SOUTHERN DISTRICT OF WEST VIRGINIA

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August 7, 2006

POSITION ANNOUNCEMENT

SUBJECT TO THE AVAILABILITY OF FUNDS

COMPUTER SYSTEMS ADMINISTRATOR

The Federal Public Defender for the Southern District of West Virginia, at Charleston, is accepting applications for the position of Computer Systems Administrator. The Federal Public Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in federal courts.

Position Overview: The Federal Public Defender Computer System Administrator is responsible for providing consultation and day-to-day administration and support to the Federal Public Defender Office for all automation equipment. General duties include training and support for all PC-based data processing, office automation, networking, and data communications processes. This position will have first-line responsibility for providing technical and end-user support for all PC-based and network-based systems and for coordinating all automation support and staff training services.

Applicants must have a minimum of three (3) years of general experience and two (2) years of specialized experience with PCs and networking software. Knowledge of WordPerfect, Windows, Excel and Novell networks required. Programming and experience with automated litigation support tools, and/or law office automation is desirable.

Educational Requirements: At a minimum, applicants must also be a high school graduate. Higher education from an accredited institution, with a concentration in computer or management-information science or a related field is desirable.

Duties and Responsibilities: The Federal Public Defender Computer System Administrator performs duties and responsibilities such as the following:

- Administers the day-to-day operation and support of assigned PC and network-based systems to ensure reliable and effective operations;
- Performs automation related training to staff;
- Installs and maintains hardware and software;
- Troubleshoots and corrects system failures;

- Assists attorneys and support staff with preparation of criminal trials using PC-based applications such as spreadsheets, databases, presentation graphics, graphics programs, and other litigation support tools;
- Advises Federal Public Defender on automation issues;
- Responds to requests from support staff for specific system features or applications to address local needs;
- Assists in determining processes to be automated; and
- Develops documentation for assigned systems.

Salary and benefits: This is a full-time position, and federal salary and benefits apply. Starting salary of \$42,955 - \$74,074 per year, dependent upon experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay.

How to Apply: Qualified persons may apply by submitting a letter of interest, formal resume, and three professional references to:

Kimberly L. Erskine, Administrative Officer
Federal Public Defender
U.S. Courthouse, Room 3400
300 Virginia Street East
Charleston, WV 25301

Position is immediately available, subject to the availability of funds. The selected candidate will be subject to a background check as a condition of employment. Applications must be **received** by August 22, 2006.

The Federal Public Defender is an Equal Opportunity Employer